

**MEMORANDUM OF AGREEMENT
BETWEEN
US ARMY ENGINEERING & SUPPORT CENTER, HUNTSVILLE
AND
U.S. ARMY CORPS OF ENGINEERS, ST. LOUIS DISTRICT
FOR
SAFETY SPECIALIST SUPPORT ON CEHNC ORDNANCE AND EXPLOSIVES (OE)
PROJECTS**

1. **PURPOSE:** To define responsibilities and authorities of Ordnance and Explosives Safety Specialists of other Corps of Engineers Divisions/Districts/entities when those Safety Specialists are providing Safety Oversight and Quality Assurance inspections for Huntsville Center Unexploded Ordnance (UXO) contractors on Huntsville Center project sites.

2. **GENERAL:** With the ever-increasing workload on the Huntsville Center, it has become necessary to "borrow" Safety Specialists from other Corps entities to provide Safety Oversight and Quality Assurance inspections and audits of our contractors at the project site. This MOA provides responsibility guidelines for those Safety Specialists. This is to maintain the level of oversight needed to ensure worker safety, government oversight, and contract surveillance.

3. **SCOPE:** These responsibilities are applicable to those Safety Specialists not assigned to the U.S. Army Engineering & Support Center, Huntsville and have a direct affect on the Contractors Work Plans (WP) and Site Safety & Health Plans (SSHP). Scopes of Work (SOW) will remain unchanged except for those portions that refer to the CEHNC Safety Specialists and their respective responsibilities and authority. If the Scope of Work, Work Plan, or Site Safety & Health Plan identifies necessary actions that the CEHNC Safety Specialist would normally provide or do, the Safety Specialist will fulfill that role/required action.

4. **DEFINITIONS.**

- a. Safety Specialist - any qualified UXO Safety Specialist.
- b. Huntsville Center or the Center - the US Army Engineering & Support Center, Huntsville.
- c. CEHNC - Corps of Engineers, Huntsville Center

5. **GENERAL PROGRAM EXECUTION RESPONSIBILITIES.**

- a. The US Army Engineering & Support Center, Huntsville has been assigned as the Center of Expertise and Design Center, with responsibilities for Ordnance & Explosives sites from

the Site Investigation Phase through the Removal Action Phase. This responsibility applies to all Corps of Engineers OE work conducted on Defense Environmental Restoration Program/Formerly Used Defense Sites (DERP/FUDS), Installation Restoration (IR), and Base Realignment and Closure (BRAC) sites.

b. The 52nd Ordnance Group (EOD) is responsible for supporting the USACE during execution of DERP-FUDS projects in the capacity of "emergency" 24-hour response", in the Continental United States. IR and BRAC project sites may have service peculiar (Army, Navy, Marines, or Air Force) EOD assets assigned for military EOD Support. For project sites outside of the continental United States, support will be coordinated with the nearest cognizant EOD unit. Normally, this response will not be required during intrusive UXO activities on OE sites because disposal procedures are typically a part of the project operations. Requesting EOD support from 52nd Group will normally be accompanied by CEHNC for DERP-FUDS projects. On IR and BRAC sites, the installation should request and provide EOD support. If prior coordination has been accomplished, the Safety Specialist on site may contact them directly. This information may be included in the Scope of Work.

c. The District or Division shall ensure the Safety Specialist meets the prerequisites for qualifications identified in the Quality Management Plan for the Center. These prerequisites are: Graduate of the US Naval Explosive Ordnance Disposal (EOD) School and has served on active duty in EOD assignments. No substitute training or experience is appropriate.

6. SPECIFIC RESPONSIBILITIES.

a. CEHNC.

1. Designate a single point of contact in the appropriate OE Team for coordinating and directing support of these activities, ie travel funds, contractor coordination.

2. Coordinate with 52nd Group for the Project Site and potential support activities.

3. Prepare a Memorandum from the Contracting Officer to supporting Contracting Officer's Representatives (CORs), contractors, district/division offices identifying the Safety Specialist and his/her specific qualifications and authorities ie., contractual issues, surveillance, Quality Assurance issues, Stop-Work-Authority, and Safety Oversight of the project site.

4. Provides a CEHNC Safety Specialist, to assist the Safety Specialist, if required, during the initial stages of the project site.

5. Provides funding for the District's Safety Specialist.

6. Provides materials referenced, ie. this MOA, Field Handbook for Safety Specialists, Contracting Office Memoranda, Work Plans, SSHPs, SOWs, necessary blank forms, etc. to the supporting division or district, if necessary.

7. Provides the Safety Specialist with telephone numbers and points of contact in CEHNC that will render assistance to him/her, should it be required.

b. Supporting District/Division.

1. Ensure the Safety Specialist meets the prescribed prerequisites identified within the Quality Management Plan, for example; fully qualified for work on hazardous sites in accordance with (IAW) 29 CFR 1910 and UXO qualifications.

2. Ensure the Safety Specialist is on-site during the time frames specified within the Scope of Work and Work Plan.

3. Ensures the Safety Specialist is equipped with a current Work Plan, Site Safety & Health Plan, Scope of Work, Field Operations Handbook for Safety Specialists, EM 385-1-1, and any pertinent authorization memoranda published concerning his duties and responsibilities.

4. Ensures the Safety Specialist will:

a. Be required to provide the Huntsville Center with daily Quality Assurance Reports (QARs) as specified in the Huntsville Center Quality Management Plan, and as outlined in the Field Handbook for Safety Specialists (provided as an enclosure to this MOA). The Safety Specialists may also provide their parent organization copies of the QARs. The Safety Specialists will be provided a current copy of the SOW, WP, and delivery order and other necessary documents to perform their tasks.

b. Perform Quality Conformance Inspections (QCIs) IAW the QNT for the Huntsville Center and the Quality Control Plan within the Work Plan for the UXO contractor. He/she will document the results of those QCIs using the CEHNC Form 948 with distribution made IAW the guidelines in the QMP. The Safety Specialist will ensure the parameters of the pass/fail criteria are observed during all QCIs conducted. This pass/fail criteria is identified in detail within the SOW and the Quality Control Plan in the Work Plan. If there is any question about this area, the Safety Specialist will contact the OE Team responsible for the project site to request clarification prior to issuing a OHINC 948. If the Project Team is unable to provide a clear, concise answer, then the Safety Specialist is encouraged to contact the Quality & Technology Team, CEHNC (specific POC to be provided) for an answer.

c. Respond to the Huntsville Center Contracting Officer with information on an "as-requested" basis. If the geographical district has a Contracting Officer's Representative (COR) appointed by the Huntsville Center, all contractual issues will be routed through the COR

5. The telephone numbers, for use in obtaining assistance in the execution of the assigned tasks, will be provided to the Safety Specialist by the responsible OE Team prior to reporting to the Project Site.

6. If he/she should become ill and unable to perform the tasks, immediate notification shall be made to the COR (if present) and the responsible OE Team at CEHNC, so a replacement can be provided to the site as soon as possible.

7. For assistance and information normally found in the Technical Manual 60 Series Explosive Ordnance Disposal (EOD) publications, the Safety Specialist should contact their OE Team counterpart in Huntsville and request the necessary information.


7. COORDINATION. Coordination between CEHNC and the supporting division/district should be accomplished as early in the project life as possible. This will ensure some continuity from the initial stages of the project through completion. Travel to the Center may be negotiated for the Safety Specialist to attend necessary planning meetings.

8. FUNDING. CEHNC will provide funding as negotiated separately.

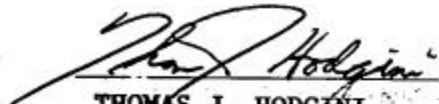
9. DURATION AND REVIEW.

a. This MOA becomes effective upon the date of the signature of the later signature.

b. This MOA will be reviewed at the request of either party, but at least every year. Amendments to this agreement may be made at any time as a joint action of CEHNC and the supporting District/Division.


WALTER J. CUNNINGHAM
COL, EN
Commanding

31 Jul 96
DATE


THOMAS J. HODGINI
COL, EN
Commanding

14 Aug 96
DATE

